## APPENDIX K PHASES OF A REVIEW **Planning** Coordination Select Team & Team Leader Finalize Review Plan Collect Documentation Finalize Sites & Review Schedule Develop Review Plan Identify Site POC Meet with Program Office **Brief Site POC** Finalize Team Member Selection **POC Select Interviewees** Program Office POC Selected Site POC Coordinate Site Visit **Report Generation Review Execution** Finalize Notes and Information Conduct Entrance Interview Draft the Report **Conduct Interviews Obtain Comments** Conduct Exit Briefing Finalize the Report Consolidate Notes Issue the Report **Brief Management** Solicit Action Plan Prepare for Next Trip

**Note:** The requirements for each phase may vary depending on the type of PIR or IPR. For example, 1) if site visits are not required and the team is using surveys and questionnaires instead, it is still necessary to consolidate the information for each site; 2) exit briefings are not always a requirement, depending on site management; and 3) action plans may not always be necessary.

Input to Capital Investment Process